


CAREER MANAGEMENT
TEXAS ARMY NATIONAL GUARD TITLE 32 AGR
VACANCY ANNOUNCEMENT

	Texas Army National Guard Adjutant General's Department Post Office Box 5218 Austin, TX 78763-5218	Announcement #	CM 17-017
		Opening Date	17 January 2017
		Closing Date	16 February 2017

Position Title: Assistant Inspector General / NCOIC - Readiness Branch	Location of Position: JFHQ (-) INSPECTOR GENERAL'S OFFICE AUSTIN, TX 78703-1222
MOS: 00F5B	
Grade: MSG	Open to: TXARNG AGR ONLY NTE E8; Any MOS may apply
Minimum Grade to apply: E7 Maximum Grade to apply: E8	SFC/E7 – Must be eligible on 2017 AGR TPL (Grade waivers will not be granted) Must meet all additional requirements listed on Page 2

REQUIRED DOCUMENTS TO BE SUBMITTED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Below.
 2. **Memorandum for Consideration** to the President of the Selection Board
Summarizing your intent, desires, goals, and lists all of your current contact information.
Not to exceed one page, must be typed IAW AR 25-50.
 3. ***Military Biography** (Download example/format from <https://tmd.texas.gov/army-agr> click Download Tab 1.)
 4. **CERTIFIED copy of ERB** - Certified by Army G1 OPM or Unit S-1. Line Scores must be included.
 5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
 6. **Copy of last five NCOERs.**
Submit a memo to the President of the Board explaining reason(s) for any missing OERs.
Memorandum for record must be submitted explaining any unrated time
 7. **Individual Medical Readiness (IMR) from MEDPROS.**
PHA – must be within 1 year of announcement **opening** date.
HIV Testing – must be within 2 years of announcement **opening** date.
Must be DENTAL Class 1 or 2 – A deployable asset.
If applicable, include PERMANENT Profile. Soldier must NOT be on TEMPORARY Profile.
 8. **DA Form 705 (APFT).**
Must have successfully completed & passed most recent APFT within 6 months of announcement opening date. Ensure DA 705 states "FOR RECORD GO".
 9. ***Current Certified Statement of Height and Weight** from unit commander or authorized representative.
- Height and weight must be conducted within 30 days of announcement opening date.
- Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
 10. **Statement of Security Verification** from Unit Security Manager.
 11. ***JFTX 32-R** (Police Record Check) Applicant must complete Section I, II, leave #10 blank & section III Blank. (Must be signed and dated)
 12. ***TXARNG Title 32 AGR - VA Disability Questionnaire** – Applicant must complete, sign and date.
 13. **Letter of Input for President of the Board** – If applicable list any discrepancies or missing items on this checklist. This item is **NOT** a requirement.
- **Optional documentation that may be submitted is located on the last page of this announcement****
- *Indicates downloadable form available at <https://tmd.texas.gov/army-agr>, click "Download" Tab 1.

RANK		NAME	
PHONE		EMAIL	

Point of Contact for Application Process:

SSG Benigno Garcia at (512) 782-1244
Email at benigno.garcia.mil@mail.mil

Point of Contact for Board & Position

SFC Nicole DeJesus at (512) 782-5160 or email at nicole.d.dejesus.mil@mail.mil

Consideration Factors

- All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.
- All applicants must be able to attend appearance board.
- All applicants require a background check prior to selection notification

AGR Position Description**ASSISTANT INSPECTOR GENERAL / NCOIC - READINESS BRANCH –**

Receive and process requests for assistance, conduct IG inquiries, assist detailed IGs in conducting IG investigations and IG inspections. Assists the Readiness Branch Chief in the preparation of inspections and investigations. Participates in the execution of inspections/investigations by leading or being a member of the inspection/investigation team. Performs preliminary analysis of issues and determines best approach to solve problems. Analyzes systemic issues and determines root causes. Analyzes systemic issues and trends to determine root causes. Communicates clearly and professionally when dealing with sensitive issues in person or over the phone. Demonstrates courage of conviction and ability to interact with senior leaders. Prepares correspondence on a daily basis for an officer's signature to senior officials and higher headquarters. Displays a high standard of professionalism, military appearance, and conduct. Travels on overnight TDY to conduct investigations, inspections, or assistance visits. Supervises and mentors junior grade Assistant IGs and Operations NCOs within the Office of the Inspector General.

Perform other duties as assigned

Additional or Unique Positions Requirements

- Must have high moral character, a strong work ethic and exemplary service record.
- Must be able to pass Department of the Army Inspector General Nomination Process and successfully attend Department of the Army Inspector General School within 3 months of hire.
- Position requires extensive traveling throughout the state. New hire must be able to travel throughout the length of their assignment.

NOTE: THIS POSITION REQUIRES A SOLDIER TO SERVE A 3-YEAR INSPECTOR GENERAL STABILIZED TOUR UNLESS REMOVED BY A PROPER AUTHORITY IAW AR 20-1.

AGR Qualifications

1. **TXARNG Enlisted** membership not to exceed pay grade of **E8**. Selected applicants in pay grade that exceed authorized MTOE assignment of **E8** will take a voluntary reduction in grade prior to assignment.
2. Must be qualified for initial entry into or continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501, and be capable of performing the duties assigned and implied by grade, MOS and position as prescribed above.
3. Must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
4. Must be able to attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will result in separation.
5. Must not have any unfavorable actions of any kind; must not be flagged, and must not have any temporary or permanent profile that would prevent successful completion of a retention/period physical.
6. Must be a deployable asset.
7. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and performs duty in the assigned duty MOS.
8. Must have completed Initial Entry Training (IET).

Conditions of Employment

1. **Current on-board AGR applicants** are ineligible to apply if within a stabilization period IAW **TXARNG 600-5**.
2. **Must possess and maintain at a minimum a SECRET security clearance for consideration of advertised position and continuation in the AGR Program.**
3. Must demonstrate the ability to effectively communicate verbally and in writing.
4. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
5. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.

Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ERB.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc.
4. Federal Employee Performance Appraisals or civilian performance evaluation and/or incentive award certificate.
5. Counter Drug, Drug Interdiction, or Law Enforcement performance appraisal.
6. Official DA Photograph.
7. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" NCOER.

Where to Submit the Application

(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)

Applicants must contact AGR Staffing if they are not contacted within five business days after the announcement closing date to verify their packet has been received.

***3 Methods for submitting an application:**

Preferred: EMAIL to: ng.tx.txarng.mbx.agr-staffing@mail.mil. E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: CM 17-XX – SGT Snuffy, Joe). Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as one PDF/TIF document preferred).

Hand Delivered: Applications may be **hand delivered** by applicant or on behalf of applicant to the AGR Staffing office located on Camp Mabry Bldg 8 RM C104 by 1600hrs COB. A stamped confirmation will be given. (No binders, staples, or tabs).

Mailed: Address to the Adjutant General of Texas, ATTN: NGTX-AGR (Bldg 8/RM C104), PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35th ST, Austin, TX 78703-1222. Application must be received and stamped in by 1600 hrs on closing date. ***Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the unit for board proceedings* An email confirmation will be sent once application is received. (No binders, staples, or tabs). Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.